

Child Care Council of Kentucky

Provider News

August 2010



'Back to school' time is here!! Hard to believe that the summer is over and school will be starting in August for most children in the state of Kentucky. Remember to have parents contact their local child care assistance worker as soon as possible for any new enrollments or if a child's enrollment schedule needs to be updated for the 2010-2011 school year.

LAUREL COUNTY AREA PROVIDERS

**New phone number for the child care office in Laurel County:
606-330-2198**

This new phone number is effective 8/3/10. Please inform all parents of this change, also. Thanks!!

Thank you to all providers who were able to attend one of our Provider Trainings that were held in June and July. The trainings were very successful, and all of us from the Child Care Council and the Division of Child Care enjoyed the opportunity to not only review program information but to meet and speak with every provider!!!

PLEASE REMEMBER!!

Provider Billing Forms now have two types of preprinted enrollment schedules.

One schedule is the regular schedule, where there is a preprinted '01' (full day) or '02' (part day) for child's daily enrollment. Please only enter codes for absences or terminations or additional days attended.

The other schedule is the flexible schedule, where there is a preprinted 'FS' (flex schedule) for every day of the month.

Please enter codes, '1' (full day) or '2' (part day), for every day child attended. When billing forms are received at the billing office and there are UNCODED (blank) DAYS FOR CHILDREN ENROLLED ON A FS (flex schedule), THESE WILL BE CONSIDERED DAYS CHILD DID NOT ATTEND, AND NO PAYMENT WILL BE MADE.

Also enter codes for scheduled absences, terminations, or additional days attended.

The number of maximum full days and part days payable for a flex schedule will be printed just above the schedule for each child on the PBF: for example (4FD, OPD).

Provider Portal

If you have opened an account to submit your billing online through the Provider Portal, please email Rosemary at the below address and let us know what you think about the portal!! We are excited about this new billing option that is available for all providers, and would like to have your feedback!! Also, if you need information about requesting an account for the Provider Portal, you can let Rosemary know that also!! Any questions about the Provider Portal are best answered by the Provider Portal Help Desk in Frankfort, and their toll free number is: 866-231-0003, option 6.

Thank you for your attention to this month's newsletter!!

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